

**The Reserve Master Association  
Clubhouse Rental Agreement Form**

**Rental Agreement for Non-Residents of The Reserve**

Permission is hereby requested to rent the clubhouse by:

Name \_\_\_\_\_

Representative of (Name of Organization) \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Type of Event (planned activity): \_\_\_\_\_

Date Requested \_\_\_\_\_

Number of People Expected \_\_\_\_\_

Time of the Event (*included are pre/post inspections, set up and clean up*) \_\_\_\_\_

Email \_\_\_\_\_

**This form is for Corporate and the Community-at-Large (Non residents of the Reserve)**

**Occupancy limit: The maximum occupancy for the Clubhouse rentals is for a maximum of 125.No Lessee may rent the facility to a third party for any event, i.e. companies, schools or friends/families. The Lessee assume 100% responsibility for the conduct of all guests attending the event.**

**Rental Inspections**

A walk through the site with a member of the Board of Directors or Rental Team will take place at the beginning time listed on the rental agreement and not before. This will take about 15 minutes. At the end of the rental period, a second walk through will be conducted to ensure the facility is in the same condition as when the rental period began. A checklist will be reviewed with the lessee at the beginning and ending of the rental and a copy will be provided to the person who completed the agreement within 48 hours of the rental. **A representative assigned to your rental will do a check in during the rental to see how things are going and answer any questions.**

**Length of Rental and Size of Event**

Rental Times include the initial walk through of the site, set-up, the event, clean up and post -inspection. Rentals are available from 9:00 am until 11:00 pm. **Rentals that go beyond the agreed upon length and time will result in a \$25.00 fee for each 15 minutes beyond the time on this contract. The rental includes 66 chairs and 11(6 top) tables. No rentals can go beyond 11:00 pm. That means the clean-up and the post inspection are completed by 11:00 pm and guests are no longer in the venue. Guests should not still be in the clubhouse while the inspection is taking place.**

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## Clubhouse Use and Rental Space Restrictions

The person completing the rental agreement must share the restrictions and the rooms that are available for rent with whomever is decorating for the event. Use of areas not part of the rental agreement may result in forfeiting the security deposit or receiving a partial deposit. All decorations must be removed from the interior and exterior of the building prior to the post inspection. All personal property should be removed following the event prior to inspection. Items left will be considered abandoned and will be disposed of by management. This includes dishes, decorations, paper products, bottles and food, etc. \_\_\_\_\_initial

The Clubhouse rental includes the Great Room, the foyer and coat closet, restrooms, billiard room, banquet room and the room adjacent to the Banquet Room only.

Please mark your selection. Note that there are three(3) rental lengths to choose from. The maximum size of the event cannot exceed 125 people. There is seating in the banquet room for 66 people. Additional seating is in the Great Room and bar area. Additional tables and chairs may be rented by the renter if needed. No rentals will be more than eight(8) hours.

## Non-Resident Rental Agreement Cost

4 Hours \$400.00

6 Hours. \$600.00

8 Hours. \$800.00

**Rental Fees:** Each reservation requires two checks. One is a deposit for \$750.00 and one is the fee for the rental. These checks are due at the time of the application being submitted. A **Certificate of Liability Insurance** may also be required no later than 7 business days prior to the rental for outside vendors. You will be notified if you need to submit one from your vendor. No prorated discounts are available. In order to receive a refund for a cancellation, cancellations must be made at least 7 days in advance of the date of intended use. **Checks should be made out to Reserve Master Association.**

The total cost of the rental is \_\_\_\_\_

Rental Fee Paid: Date \_\_\_\_\_ Check# \_\_\_\_\_ Amt Paid: \_\_\_\_\_

Deposit Fee Paid: Date \_\_\_\_\_ Check # \_\_\_\_\_ Amt Paid:\$750.00

Certificate of Liability received Y \_\_\_\_\_ N \_\_\_\_\_ Date \_\_\_\_\_

## To be Completed after the event by post- inspector:

Additional Charges Assessed: YES NO

If yes, please describe or attach additional documents:

Please mail or email this form to the Managing Agent at: 757-565-6200

Danielle Cooke

Town Management

or

Town Management

1166 Jamestown Rd Suite B

P.O. Box 5010 Williamsburg, VA 23188

Williamsburg, 23185

(Mailing Address)

(Physical Address)

[danielle@townmanagement.net](mailto:danielle@townmanagement.net). or [admin@townmanagement.net](mailto:admin@townmanagement.net)

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## Prohibited Items and Use

In order to maintain the beauty of our clubhouse for the use of our homeowners, there are some items which are prohibited within the club house.

- Animals
- No cooking equipment of any kind and open flames like BBQ and fire pits
- Music that is able to be heard by the nearby residents
- Dry ice, birdseed, loose glitter, and confetti, silly string or sparklers(balloons must be weighted down)
- Paint , fog machines, smoking and vaping
- Playing ball, running, skateboarding inside the clubhouse, water balloons.
- Wet clothing

## Expectations:

- Should the lessee hire a vendor for the party such as a caterer, the renter shall request a certificate of liability insurance and provide it with this application.  
Will there be a vendor/caterer used for this event: Y\_\_\_ N\_\_\_ NA\_\_\_

If yes, name of the vendor( caterer, DJ, decorator)\_\_\_\_\_

You will be notified if you need to submit a Certificate of Liability for your vendor.

- The swimming pool and spa area is separate from the clubhouse and may not used. No furniture from the pool area may be used. There should be no guest traffic on pool deck. The fitness room, aerobics room, closets and storage rooms are also not part of this rental agreement with the exception of the coat closet. Using restricted areas will result a forfeit of the security deposit. These areas are for owners only and are not part of a rental agreement.
- Lessee(s) MUST provide a copy of insurance policy verifying liquor liability coverage if alcoholic beverages will be served.
- Lessee(s) agrees that to abide by all ABC alcohol laws in the state of Virginia.
- Lessee will adhere to the items on the pre and post inspection sheet provided during the pre-inspection.
- ***The Great Room furniture may not be moved to other areas in the clubhouse. Sofas, coffee tables and large sofa tables , lamps and décor shall not be moved. If accent chairs and end table are moved they must be placed in the original location at the end of the function and be in the original condition.***  
\_\_\_\_\_initial
- Attendees should park in designated parking spaces only and not on the grass, walk- ways or near fire hydrants. Parking is also permitted along the North side of Reserve Way. Parking is not allowed in front of any owners' lot.

## Clean- Up Post Event

All decorations must be removed from the interior and exterior of the building prior to the post inspection. All personal property should be removed following the event prior to inspection. Items left will be considered abandoned and will be disposed of by management. This includes dishes, decorations, paper products, bottles and food, etc.

- The trash from the restrooms, Great Room, bar area, restrooms and the Banquet room should be collected and put in the trash cans on the side of the clubhouse or taken with them if the cans are full .\_\_\_\_\_initial.
- Wipe down the counters and tables
- If needed, a vacuum and broom are available.

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- **Small furniture like accent chairs and side tables are returned to their original location. You may want to take a photograph of the set up of the space before you start to decorate.**

The Leasee(s) agrees to indemnify & hold harmless the Association and its homeowners for any and all injuries to either person or property, suffered by the lessee or the guests and invitees which arise from or are in any way related to the above activity, rental or use of the clubhouse.

The Leasee(s) acknowledges that they have read and understand the Reserve Clubhouse rental agreement and agrees to abide by all of the stated conditions within them as a condition to renting the clubhouse:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HOA/Management Representative:

Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_